

Lynchburg Parking Authority Minutes
City Hall – Second Floor, Training Room
900 Church St., Lynchburg, VA, 24504
Tuesday, August 13, 2013
3:00 P.M. – 4:00 P.M.

Members Present: Chairman, Brandon Farmer
Vice Chair, Ed Koepenick
Council Member, Randy Nelson
Thorne McCraw
Tobi Jaeger
Jackie Wilkes
Urs Gabathuler

Members Absent:

Staff Present: Norman Hale, Lee Newland, Anna Bentson, Don DeBerry, Gaynelle Hart, Kent White, Danny Marks, and Charisse Curtis

Others Present: Alicia Petska (News & Advance) and Ron Staton (CVCJTA)

The meeting was called to order by Chairman, Brandon Farmer.

The July 9, 2013 meeting minutes were approved 7 to 0.

No Comments from the Public

No Comments from Authority Members

Informational Briefs & Updates

- Parking Manager, Norman Hale: Desman Associates is still working on the detailed cost analysis for the proposed parking deck. Lee Newland and I have a meeting scheduled with Desman Associates on September 4, 2013 to discuss updates on the project. The estimated completion date for the report is September 20, 2013; and once the information is received then we will share it with the Parking Authority during the following meeting.

No Reports

Action Items

- For Consideration: Lot M – mixed use parking
 - ◆ Mr. Hale: There are many residences in development along Jefferson Street and near Parking Lot M. Lot M will need to be managed. The utilization of Lot M will be consistent with our other facilities if we establish hourly parking for public use and sell permits to the businesses, employees, and residents.
 - ◆ Vice Chair, Ed Koepenick: Does the City not have control over the lot?
 - ◆ Mr. Hale: Yes, however, we are not actively managing the lot right now due to the number of construction projects on Jefferson Street.
 - ◆ Mr. Koepenick: Which projects are currently underway?
 - ◆ Mr. Hale: CSO (Combined Sewer Overflow) Construction near the Riverfront, Bluff Walk, and multiple residential developments.
 - ◆ Urs Gabathuler: Do we know when each project will be completed?
 - ◆ Mr. Hale: I do not know the completion dates, but we can work with Community Development to get information on development progress. If we can obtain project timelines, then we will provide the Parking Authority with that information.

- ◆ Council Member, Randy Nelson: When you say we should manage the lot after construction is complete, are you just talking about City infrastructure or does that include private construction as well?
 - ◆ Mr. Hale: We are talking about all of the construction. We would not wait until all projects are 100% complete because that would take years. We would begin management when the major projects are completed and Jefferson Street congestion clears.
- Proposed SunTrust Parking Deck Management Agreement
- ◆ Mr. Hale: We are working with the owners in regards to the proposed contract. We have a meeting scheduled to review the contract with the owners next week. The owners have not reviewed the draft parking management agreement. A draft agreement should be ready to be reviewed by the Parking Authority at the September 2013 meeting.
 - ◆ Mr. Koepenick: Is Charlie Catalano applying for the loan to make the repairs?
 - ◆ Mr. Hale: That is correct.
 - ◆ Mr. Koepenick: Are we waiting on final cost estimates or the loan approval to move forward?
 - ◆ Mr. Hale: The City has requested 1001 Commerce Street LLC complete specific items before we negotiate the terms of the contract.
 - ◆ Tobi Jaeger: Are the projected revenue figures we received a few months ago the net revenue we will receive? The revenue figures are in excess of the costs from the report we received the last time.
 - ◆ Mr. Hale: I do not have those reports in front of me. The revenue scenarios we created compared the Midtown revenues to projected SunTrust Deck revenues if we managed the facility; and the projected figures are dependent on how the spaces are allocated (facility permits, residential permits, and hourly parking).
 - ◆ Ms. Jaeger: Can we clarify the numbers when we review the management agreement? Is the twenty percent (20%) the Parking Authority receives calculated before or after the expenses are deducted?
 - ◆ Mr. Hale: Yes, we can update those reports once we finalize the management agreement. To answer your second question, all expenses will be deducted from gross revenue, the Parking Authority will receive twenty percent (20%) of net revenue, and 1001 Commerce Street LLC will receive eighty percent (80%) of net revenue.
 - ◆ Chairman, Brandon Farmer: Can we anticipate having Dr. Catalano here at our next regular meeting along with the management agreement and supporting information?
 - ◆ Mr. Hale: Yes, Dr. Catalano will be in attendance at our next meeting, and we will have the management agreement to review with the updated reports.
 - ◆ Mr. Farmer: I am certainly in favor of managing that deck and I think it is appropriate. However, you start getting concerned that things aren't happening as expected since we haven't seen that much progress with the project.

Old Business Items to Discuss

- Downtown Parking Tour
- ◆ Mr. Farmer: We discussed at our last meeting to hold the Downtown Parking Tour in the fall when it is a little cooler. I believe we were looking at an October date so that we would have more information on the SunTrust Deck and the cost analysis for the proposed deck. Do we want to have the tour in October or sooner?
 - ◆ Mr. Hale: If I may make a suggestion, I suggest the tour take place in September. It would give the Parking Authority time to analyze the inventory – what we have now, what we would like to add to our inventory, and how have we progressed from previous tours. As a note, we are planning on presenting our recommendations to City Council in October. If you would like to have the tour in October, I would recommend early October.
 - ◆ Mr. Farmer: Typically, we have these tours on a Friday morning. Does anyone have any suggested dates?
 - ◆ Ms. Jaeger: Do we want to have the tour before we review Dr. Catalano's agreement?
 - ◆ Mr. Koepenick: That means we would need to have the tour in September.

- ◆ Mr. Farmer: Does September 20th at 10:00 am work for everyone?
- ◆ Parking Authority agreed 7 to 0 to hold the Downtown Parking Tour on September 20, 2013 at 10:00 am. The Parking Authority will meet in the City Hall Lobby on the Church Street side.
- Parking Authority Monthly Meetings
 - ◆ Mr. Farmer: The October meeting is an important meeting. However, does the Authority want to make any changes to holding monthly meetings?
 - ◆ The Parking Authority agreed 7 to 0 to continue holding monthly meetings at the same time and place.
- Recommendations to City Council
 - ◆ Mr. Gabathuler: I know that we are planning on sending the recommendations for the Construction Parking and Dumpster Permits to City Council in October along with the Desman recommendations. How many recommendations in total are we sending to council and can we re-review the list before it goes to Council?
 - ◆ Mr. Hale: We are sending a complete package to City Council and the package may be reviewed at a City Council work session.
 - ◆ Mr. Gabathuler: Can we receive copies of the recommendations package before it goes to Council?
 - ◆ Mr. Hale: Yes.
 - ◆ Mr. Koepenick: Does one of the recommendations include implementing a pilot program on Court Street for on-street parking?
 - ◆ Mr. Hale: I recall the Parking Authority did not vote on implementing a pilot program since it is contingent on the Parking Authority having control over on-street parking.
 - ◆ Jackie Wilkes: When will this package go to Council?
 - ◆ Mr. Hale: The second City Council meeting in October. We can cancel the October regular meeting as we did in January 2013 when we went to Council with the Desman Report.
- Holiday Inn Select Deck
 - ◆ Mr. Koepenick: What has been resolved with the Holiday Inn Select Deck?
 - ◆ Mr. Hale: It is still in a Franchise Agreement. You can make recommendations to Council for the City to manage the facility, but not break the Franchise Agreement. I think after the tour, you will have a better understanding of how the deck is being managed.
 - ◆ Mr. Koepenick: Are they up to date on their rental payments?
 - ◆ Mr. Hale: Yes.
 - ◆ Ms. Jaeger: Did the City receive an engineering report, and will we be able to review it so we know what the defects were?
 - ◆ City Engineer, Lee Newland: After the deck was damaged, we had a City Engineer evaluate what was wrong with it; we designed the improvements, and completed those improvements.
 - ◆ Mr. Koepenick: Did you look at the rest of the deck to see if it needed other improvements.
 - ◆ Mr. Newland: No, that was not part of the scope. We needed a hard fee that we could take back to the insurance companies and begin legal proceedings.
 - ◆ Mr. Gabathuler: Did the City's insurance pay for the damages?
 - ◆ Mr. Newland: No, either the trucking company or the hotel is responsible. Risk Management is trying to work that out.
- Management of Allied Arts Parking Deck
 - ◆ Mr. Koepenick: Did you meet with the owners to discuss management of the Allied Arts deck?
 - ◆ Mr. Hale: Yes, we did reach out to them. We sent them a draft proposal, but did not hear back from them.
 - ◆ Mr. Koepenick: How long ago did you send the draft proposal?
 - ◆ Mr. Hale: Approximately eight or nine months ago.

- Lot H (Community Market) & Lot E
 - ◆ Mr. Nelson: Have any comments or issues come up regarding the pay station that has been installed in Lot E or with the management of Lot H (Community Market) on Saturdays?
 - ◆ Mr. Hale: There have been no complaints that I am aware of since we discontinued Saturday enforcement. It seems to have worked itself out. The Craddock Terry Hotel and some of the other surrounding businesses purchase tokens for their customers almost on a monthly basis. We have sold a mixture of permits to business employees and residents. However, I have received comments about extending Lot E hourly parking since the greatest demand for that lot is after hours. Lot E has only 53 spaces and there is a deficit of parking there at night.
- Parking Technician Position
 - ◆ Mr. Hale: We are hiring a full-time Parking Technician to perform preventative maintenance on the meters and provide enforcement. Interviews were conducted today by panel interview.
 - ◆ Mr. Koepenick: Are we experiencing problems with the meters?
 - ◆ Mr. Hale: Meter alarms do occur, but we haven't experienced major problems. This position will help prevent major issues occurring with the meters and allow us to provide more consistent enforcement.

No New Business Items

Chairman, Brandon Farmer adjourned the meeting.

Next Steps

- Next meeting will be held on September 10, 2013 at 3:00 P.M., City Hall, 2nd Floor, Training Room

